

How door to door expenses are figured for Dr. Leonard Sweet's engagements

Expenses may include any or all of the following:

AIRLINE TICKETS - To enable us to obtain the least expensive combination of airfares available, we arrange for flights weeks and sometimes months in advance. The only way we can do this is if you reimburse us within three weeks of our submission of airline expenses. If the trip is shared by other events, the ticket expenses are shared as equitably as possible. Len has never bought a first-class ticket, though he does use upgrades whenever possible. If reimbursements are not made within the three week window, a carrying interest charge (25% apr) may be levied to reimburse Len for his credit card charges.

AIRLINE AGENT FEES - An automatic supplemental charge of \$29 per issued ticket is added to cover travel agent fees.

TRANSPORTATION TO AIRPORT AND BACK - If leaving from Newark Airport, there is a cab fare of \$64 each way added to expenses. If the transportation is before 6am or after 12pm, the cab fare is \$79 each way. If leaving from Eastsound, WA, there is a 100 mile drive (reimbursable at the current IRS rate) to Sea-Tac Airport, plus ferry fee **OR** if Len can arrange a flight with Kenmore Air, the airfare is \$99 one-way.

LODGING - Cost of overnight accommodations at or near meeting site is usually arranged by hosts. Len's major requirement is his own bathroom and phone/internet connection, which rules out B&B's and conference centers. Whether Len makes the lodging arrangements or the host does, the host is responsible to pay for it.

FOOD AND TIPS - Travel food to/from engagements and at times, due to some serious food allergies (seafood, nuts, etc.) and dietary restrictions, extra meals away from the meeting site. Len tips at 20% for good service, 15% for adequate service.

BOOKING FEE – Reimburses SVM for phone charges, mailings, and other office expenses incurred in the setting up of this event. The rate for the year 2010-2011 is \$250.00. This **nonrefundable** fee is sent along with the contract to lock in the date. Please make the check out to **SpiritVenture Ministries**. **PLEASE NOTE, THIS IS SEPARATE AND APART FROM THE HONORARIUM.**

MISCELLANEOUS - This covers tips to porters at airports/hotels and maid service as well as other miscellaneous charges that may arise. Len tips housekeeping services at least \$5/night. Receipts are provided whenever possible.

If you have any questions, please do not hesitate to call

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